CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW0573
Classification Specification: FIELD SUPERVISOR
Salary Range: TM34
Position Description: Vegetation Field Supervisor
Incumbent:
Location: Public Works - Street/Vegetation Division

GENERAL PURPOSE:

Under the direction of the Street Superintendent, incumbent is responsible to plan, schedule, coordinate and prioritize vegetation and pest management in the Public Works Department Streets, Water, Storm, and Sewer/Sanitation division jurisdictions, and conduct such activities in a safe and productive manner.

Work is characterized by a high volume of skilled maintenance and supervisory, tasks such as: analyze and resolve problems; schedule, assign and supervise crews; conduct performance evaluations of assigned crews; investigate complaints, coordinate/schedule employee leave time, complete daily paperwork, review plans for upcoming work, requisition materials, coordinate projects, and attend pre-construction meeting; restrict vegetation growth near City streets to provide excellent visibility; monitor chemical applications; participate in activities when more manpower is required; and attend walk through of completed projects.

Work is performed under limited supervision. The Superintendent sets the overall objectives and resources available. Incumbent and Superintendent work together to develop the deadlines, projects and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and uses independent judgment. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include assisting in interviews;

making recommendations to hire; training employees; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; and approving/scheduling sick leave and vacation time.

Investigate and resolve complaints related to vegetation management of streets, water, storm and sewer departments.

Establish and maintain effective working relationships with other employees, supervisors and the general public.

Analyze and resolve work questions and assist workers in solving job-related concerns.

Inspect work on projects to insure proper procedures and priority work assigned are being completed in a safe and efficient manner.

Maintain accurate records of time, activities, and chemical applications according to the State and Federal guidelines.

Prepare, submit and work from a weekly work plan that focuses on jobs, labor and materials along with proper equipment.

Prepare reports as needed.

Monitor chemical applications to maintain vegetation and pests control programs to streets, water, storm and sewer departments.

Maintain an active safety program that centers on chemical usage, application and storage.

Attend a variety of meetings: department, division, staff and pre-construction, as determined necessary by superintendent.

Attend walk through on completion of development projects to insure jobs completed to standards, make recommendations as needed and prepare a punch list of deficiencies.

Order chemicals and supplies as needed and budget allows; monitor inventory of supplies and expenditures.

Investigate and follow up on all incidents.

Instruct and supervise the handling, mixing, and applying of various chemicals used for vegetation and pest control.

Assist superintendent in budget preparation, work closely with in that budget; also make recommendations for needs for water, storm and sewer vegetation.

Inspect for accuracy recertification records for licensed spray operators, insure that scheduling and attendance of recertification classes are attended annually.

Conduct and/or attend crew meetings and safety training sessions, as necessary; insure that safety practices are adhered to at all times.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Fill-in for Street Superintendent in his absence, as required.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices and standards of street vegetation systems
- Methods, tools, equipment and materials used in street division
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy
- Principals and practice of supervision and training
- Municipal government policies, procedures and structure; applicable local, state and federal laws, codes, regulations and ordinances
- Modern office practices, procedures and equipment including personal computers related software such as word processing and spreadsheets programs
- Statistical record-keeping techniques
- Research and analytical methods, practices and procedures
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Principles and practices of governmental budgeting, accounting and purchasing procedures and practices
- Safety requirements and specifications of various types of vehicles and equipment

SKILLED IN:

- Performing technical tasks related to vegetation maintenance tasks Operating equipment used in street division maintenance and repairs
- Use of oral and written communication skills
- Training, supervising and motivating employees
- Effectively using interpersonal skills in a tactful, patient and courteous manner
- Effectively organizing and expressing ideas through oral and written communications

ABILITY TO:

- Design, install and maintain irrigation systems
- Interpret and utilize City construction standards
- Monitor maintenance activities to assure efficient, safe, and effective working condition of Public Works Street Maintenance Division
- Calculate complex cost and material estimates for proposed projects
- Maintain records and prepare reports
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Meet schedules and time lines
- Establish and maintain effective working relationships with other employees, supervisors and the public
- Perform skilled tasks such as the reading of blueprints, maps, schematics and plans
- Read, interpret, apply and explain codes, rules, regulations, policies, and procedures
- Meet the physical requirements of the position
- Make good observations, use initiative and resourcefulness in resolving system complications; deal with a variety of variables in situations where only limited standardization exists
- Understand and carry out moderately complex oral and written instructions
- Read, comprehend, analyze, apply and explain general business correspondence and journals, technical procedures, and policies, procedures, and regulations
- Write reports, business correspondence, and procedure manuals
- Effectively communicate orally, present information and respond to questions in one-on-one situations and from groups of managers, employees and the general public
- Add, subtract, multiply, and divide
- Work independently with little direction

EDUCATION AND EXPERIENCE:

Education: High School diploma, or equivalent, supplemented by two (2) years of post high school training or trade school in the operation, maintenance.

and repair in the field of street maintenance; and

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Experience: Four (4) years experience in the operation, maintenance and repair in the field of street maintenance. At least one (1) of the four (4) years must include experience in a supervisory capacity.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License, or ability to obtain within 30 days of employment
- Commercial Driver's License (CDL) Class A or B with required endorsements as required
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Must successfully pass the City's pre-employment substance abuse screening
- Valid Traffic Control Flagging Card and First Aid/CPR Card
- Valid Washington State Public Pesticide/Herbicide Operator's License and any other chemical handler certification required by law within 12 months of employment
- Wetlands and Stream Restoration Certification or the ability to obtain in 12 months of employment
- Must successfully pass the City's physical agility screening
- Successfully complete the Confined Space Training as required by WAC 296-62-14511
- Ability to obtain the appropriate certificates as required by law, ordinances and department regulations in the area of work employed

MACHINES, TOOLS AND EQUIPMENT USED:

Motorized vehicles including, but not limited to, backhoes, front end loaders, 5 to 15 yard dump trucks, tap machines, heavy trucks, tractors and other heavy equipment. Required to operate and maintain assigned City vehicle, and to travel from site to site several times each day.

Standard and specialized hand and power machines, tools and equipment used in utilities maintenance include, but are not limited to, pruners, shovels, rakes, brooms, backpack blowers, hammers, vibra-plates, scrapers, cement mixers, chippers, power sweepers, power chain and hand saws, drills, jackhammers, ditch-witches, level and variety of specialized and small power and hand tools.

Other equipment include hard hats, safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, rubber boots, and other protective clothing.

May use typical business office machinery and equipment including, but not limited to, personal computer, telephone, facsimile, copier, calculator and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

Incumbent works indoors in an office environment to complete paperwork and other related tasks and in an outdoors environment while operating equipment and supervising and reviewing crews as they work. Exposed to unfavorable weather conditions while working outdoors. Work is performed in vaults, excavations, confined spaces and hazardous atmospheres.

Incumbent is subject to call out after normal work hours for emergency work; may also be required to be on standby duty after hours and on weekends. Will be scheduled to work shifts, nights, weekends and holidays as needed. Will also frequently work alone during a work shift or after hours.

The noise level in the office environment is usually moderately quiet and in the outdoors environment is usually loud to very loud. Incumbent may be exposed to individuals who are disgruntled, irate, or hostile.

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SIGNATURES:

Incumbent's Signature

Date

Supervisor's Signature

Date

Approvals:

Department Director/Designee

Date

**Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this

position are changed significantly.

Revised: 01/09/06